

JOB DESCRIPTION

Job Title: Admissions Officer

Grade: Grade 4

Line Manager: Director of Registry

Contract: Full Time, Full Year

Job Purpose

The Admissions Officer is responsible for supporting the recruitment, admission, and enrolment of prospective students. The role involves managing applications, providing guidance to applicants, prospective applicants and parents, conducting interviews when required, and representing the college at recruitment/marketing events.

The Admissions Officer plays a key role in delivering an outstanding applicant experience while ensuring admissions processes are conducted fairly, accurately, and in accordance with college policies.

The College Admissions Officer will contribute to the achievement of the College's single corporate objective – improving students' achievements – by undertaking the following specific responsibilities. What follows is not intended to be an exhaustive or definitive list; other duties may be required as necessary.

Key Responsibilities

1. Managing and administering the admissions process in collaboration with Registry, Student Services, Study Support, Safeguarding, the Outreach Team, and the Assistant Principal for Partnerships and Progression, in accordance with the College's Admissions Policy.
2. Providing outstanding levels of support to schools, applicants, prospective applicants and parents throughout the admissions process.
3. Maintaining accurate application data and ensuring staff have access to the required data in a timely manner.
4. Processing and communicating offers to applicants following their interview at College.
5. Administering the applicant referencing process and providing support to Schools.
6. Creating and sending electronic mailshots to parents, students and applicants conforming to College standards.
7. Ensuring that student evidence is collected and verified in accordance with funding regulations to enable enrolment at the College.

8. Identifying and driving changes to improve the application experience. Provide feedback to the Senior Leadership Team (SLT) to ensure the admissions process is continuously improved and aligned with best practice from across the sector and College/Trust strategic objectives.
 9. Undertake 3 sessions of twilight evenings across the academic year. Hours will be shifted accordingly.
 10. Conduct admissions interviews, when required, throughout the academic Year and support interview administration when required.
 11. Working closely with the Events and Outreach Lead, support the College's School Liaison work, attending School Events which promote and market the College. This may include some evenings throughout the academic year.
 12. Providing a professional and customer focused service to key College stakeholders including Schools, students, prospective students, parents and staff, primarily via email and telephone.
 13. Supporting the planning and delivery of key College events including Getting Ready Day, Open Days, Moving On Day and Enrolment.
 14. Comply with Trust policies and procedures as appropriate including those relating to child protection, safeguarding, pastoral issues, health and safety, security, confidentiality and the General Data Protection Regulation (GDPR) requirements with concerns reported as per the relevant policy.
 15. Provide cross team administrative support during peak workload periods and to cover staff absences when required.
 16. Any other reasonable duties that may be required to effectively support the Trust.
3. Knowledge, Skills and Experience

Category	Skills and Experience	Essential/Desirable
General Office Administration	• Experience of undertaking administrative tasks in a busy office environment. • Ability to work as part of a team, prioritising workloads appropriately to ensure an effective service is provided.	Essential Essential
Admissions, Communication and IT	• Knowledge and experience of admissions in an educational setting • Ability to manage and accurately process large quantities of data in a timely manner. • Ability to identify and drive changes to improve the application experience. • Ability to work under pressure and use own initiative. • Experience of working in an environment where attention to detail is critical.	Essential Essential Essential Essential Essential

	• Excellent interpersonal and communication skills, able to converse with a variety of stakeholders. • Excellent IT skills • A high standard of written English.	Essential Essential
Other	• A proactive approach to problem solving.	Essential
Qualifications	• A levels or equivalent	Desirable
Job Requirements	• Able to work outside of normal College working hours to support School and College events.	Essential